

C-A OPERATIONS PROCEDURES MANUAL

2.13 Use of “Do Not Operate”, and “Caution” Tags for Equipment and Systems

1. Purpose

To inform pertinent C-A personnel (and other BNL personnel who work at or on C-A facilities), on the appropriate use of the DO NOT OPERATE and CAUTION tags at C-A facilities. These tags may only be used to protect machines or apparatus/systems. If personnel protection is involved, LOTO shall be used. LOTO may be used in parallel with these tags as long as their use does not interfere with the LOTO safety function.

- 1.1 DO NOT OPERATE Tag – A yellow tag (Attachment 8.1) placed on a device that prohibits operation by anyone except those listed as authorized operators of the device. This is only used at C-A facilities. These tags may remain in place for extended periods and may be moved to different locations for reuse by authorized operators.
- 1.2 CAUTION Tag – A yellow tag (Attachment 8.2) placed on a device such as a valve, breaker, switch, etc., which serves to provide information or a warning to personnel regarding the protection of the associated equipment.

2. Responsibilities

- 2.1 Machine/apparatus/systems specialists, or in some cases, non-C-AD personnel, are responsible for implementing this procedure.
- 2.2 This procedure is the record for use of DO NOT OPERATE and CAUTION tags.
- 2.3 The System Specialist’s Supervisor, and the on-duty Operations Coordinator, or the Maintenance Coordinator, when the facility is shutdown, are responsible for the “removal by others” section of this procedure.
- 2.4 All personnel working at C-A facilities shall follow the information, and/or restrictions, on DO NOT OPERATE and CAUTION tags.

3. Prerequisites

- 3.1 Only personnel trained in this OPM and LOTO (authorized) can implement this procedure.
- 3.2 All alternate controls shall be clearly identified.
- 3.3 For “removal by others” of a DO NOT OPERATE or CAUTION tag, the equipment in question must be needed for facility operations, or for personnel or equipment protection.

4. **Precautions**

- 4.1 The use of a DO NOT OPERATE or CAUTION tag shall never be implemented in place of LOTO for personnel safety. Any LOTO always takes priority whenever a LOTO and a DO NOT OPERATE, and/or CAUTION tag, are on the same device at the same time. The DO NOT OPERATE or CAUTION tags are for machine/apparatus/system protection, or to provide information ONLY, and shall never be used for personnel protection.
- 4.2 Removal of DO NOT OPERATE and CAUTION tags shall only be performed by the issuer, if the issuer is not available, refer to Section 5.12.
- 4.3 When applying a DO NOT OPERATE or CAUTION tag, ensure that the tag does not interfere with or obscure indicators, switches, or other control devices, including any associated LOTO tags.

5. **Procedure**

Note 1:

Use of a logbook to track the location of DO NOT OPERATE and CAUTION tags is at the discretion of the Supervisor. A logbook provides operational administrative efficiency and not personnel safety.

Note 2:

Removed DO NOT OPERATE and CAUTION tags must be defaced/torn-up and discarded when they will no longer be used.

- 5.1 Determine that C-A operations are not adversely affected by the DO NOT OPERATE or CAUTION tag usage.
- 5.2 If C-A operations can be adversely affected, or you are unsure of the effects, obtain confirmation from the MCR Operations Coordinator while operating, or the Maintenance Coordinator during shutdowns, that use of the DO NOT OPERATE or CAUTION tag is acceptable.
- 5.3 The DO NOT OPERATE tag (Attachment 8.1) shall have the following legible information on the tag:

Note:

DO NOT OPERATE Tags should be removed from operating equipment to prevent confusion.

- 5.3.1
 - (1) tag number
 - (2) easily understood machine/apparatus/system name and number
 - (3) date
 - (4) printed name and signature, of person applying tag
 - (5) list of authorized operators who can operate the apparatus.
- 5.4 The CAUTION tag (Attachment 8.2) shall have the following legible information on the tag:
 - 5.4.1
 - (1) date
 - (2) clear reason or comment for the CAUTION tag
 - (3) printed name, signature, and life number of person applying tag
- 5.5 Inform affected personnel that DO NOT OPERATE or CAUTION tag is to be applied.
- 5.6 If necessary, secure apparatus to desired state for apparatus protection.
- 5.7 Apply DO NOT OPERATE or CAUTION tag, ensuring that tag does not interfere with or obscure indicators, switches, or other control devices, including any associated LOTO tags.
- 5.8 Remove a CAUTION tag as soon as possible to return apparatus system to normal operational status.
- 5.9 Inform affected personnel that DO NOT OPERATE or CAUTION tag has been removed.
- 5.10 If logbook is used for operational administrative reasons, return DO NOT OPERATE or CAUTION tag to supervisor, who has the appropriate logbook. The supervisor will update the logbook.
- 5.11 After use, the CAUTION or DO NOT OPERATE tag shall be defaced/torn-up and discarded.
- 5.12 Removal of a DO NOT OPERATE or CAUTION tag by others:
 - 5.12.1 Try to contact the person who's name is on the tag (call home if necessary).
 - 5.12.2 Complete Attachment 8.3, Form for Removal of C-A DO NOT OPERATE and CAUTION Tags by Others.

- 5.12.3 Warn affected individuals.
- 5.12.4 If a logbook is used for operational administrative reasons, return the DO NOT OPERATE or CAUTION tag to the supervisor who has the appropriate logbook. The supervisor will update the logbook.
- 5.12.5 Place completed Attachment 8.3 form in the Tagger's mail drop to inform him/her of the tag removal.

6. Documentation

- 6.1 Logbook (if maintained for operational administrative reasons).

7. References

- 7.1 OH&S Manual Section 1.5.1 and LOTO in Section 1.5.1.

8. Attachments

- 8.1 Sample DO NOT OPERATE tag.
- 8.2 Sample CAUTION tag.
- 8.3 Form for Removal of C-A DO NOT OPERATE and CAUTION Tags By Others

TAG NO. _____ DATE _____

APPARATUS _____

DO NOT OPERATE

THIS DEVICE SHALL NOT BE OPERATED BY ANY ONE
OTHER THAN THOSE DESIGNATED BY:

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PRINT NAME: _____

SIGNATURE: _____

(SUPERVISORS OR DESIGNEE)

UNAUTHORIZED OPERATORS ARE
SUBJECT TO DISCIPLINARY ACTION

(OVER)

AUTHORIZED OPERATORS

<u>NAME</u>	<u>BNL PHONE</u>	<u>HOME PHONE</u>	<u>AUTHORIZED</u>
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			

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8.1 Sample DO NOT OPERATE Tag (Yellow)

CAUTION

DO NOT OPERATE
PROGRAMMATICAL LOSS

OR
EQUIPMENT DAMAGE
POSSIBLE

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SEE OTHER SIDE

CAUTION

COMMENTS

PRINT NAME

SIGNATURE BNL # DATE

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8.2 Sample CAUTION tag (Yellow)

Note:

Tag may also be as above, but without the “Do Not Operate” statement.

Attachment 8.3

Form for Removal of C-A DO NOT OPERATE or CAUTION Tags By Others

Requester: _____

Date: _____

Time: _____

Name on tag: _____

Type of Tag ☐ DO NOT OPERATE ☐ CAUTION

Reason for Removal:

Has Person on Tag Been Called: ☐ Yes ☐ No

Group Supervisor Approval Signature to Remove:

Name _____ Life # _____

OR

Operations Coordinator/Maintenance Supervisor Approval Signature to Remove:

Name _____ Life # _____

NOTES:

1. Give tag to Group Supervisor so the tag logbook can be updated (if used).
2. Send this completed form to Tagger's mail drop to inform them of tag removal.